

CIA ARCHIVES AND RECORDS CENTER MONTHLY STATISTICAL SUMMARY

JANUARY 1968

ACCESSIONING, DISPOSITION, HOLDINGS

ACTIVITY (Items 2 through 18 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number)	97	567	
2. RECORDS ACCESSIONED	890	5,288	121,419
3. RECORDS DISPOSED OF AT CENTER	309	1,251	22,898
4. RECORDS TRANSFERRED FROM CENTER	227	1,182	32,445
5. RECORDS HOLDINGS	66,076		
6. INTELLIGENCE REPORTS RECEIVED	852	2,244	60,868
7. INTELLIGENCE REPORTS DISPOSED OF AT CENTER	84	1,012	25,845
8. INTELLIGENCE REPORTS TRANSFERRED FROM CENTER	144	586	14,113
9. INTELLIGENCE REPORTS HOLDINGS	20,910		
10. VITAL RECORDS RECEIVED	128	809	17,478
11. VITAL RECORDS DISPOSED OF AT CENTER	20	409	4,385
12. VITAL RECORDS TRANSFERRED FROM CENTER	883	1,459	4,311
13. VITAL RECORDS HOLDINGS	8,782		
14. ARCHIVES ACCESSIONED	130	1,327	7,325
15. ARCHIVES DISPOSED OF AT CENTER	3	86	218
16. ARCHIVES TRANSFERRED FROM CENTER	0	3	887
17. ARCHIVES HOLDINGS	6,220		
18. TOTAL HOLDINGS	*101,988		

REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
19. RECORD DOCUMENTS LOANED	7	5,485	35,987
20. INFORMATIONAL REQUESTS		582	4,249
21. Archival Documents	?	205	2,384
22. INTELLIGENCE REPORTS		3,132	9,025
23. VITAL RECORDS		167	1,625
24. TOTAL		9,571	53,270
25. NO. OF PAGES REPRODUCED	658	5,245	

ITEMS RECEIVED

ITEMS (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE
26. INTELLIGENCE REPORTS	111,904	671,944
A. INITIAL RECEIPT	109,853	656,632
B. RETURNS	2,051	15,312
27. Archival Documents	4,044	12,851
28. VITAL RECORDS	2,049	12,703
29. TOTAL	?	117,997
		697,498

SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD
30. TOTAL CAPACITY	132,202
31. UTILIZED	89,742
32. COMMITTED	12,246
33. AVAILABLE	30,214